

**SECRET**  
Classification

REPORTS INVENTORY <span style="float: right;">25X1</span>				CONTROL NO.	
<b>PREPARE IN DUPLICATE</b>					
1. TITLE OF REPORT (If a fill-in report include Form No.)  <b>Report of Activities -</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>				2. TYPE OF REPORT <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING</div><div>ADMIN. GENERAL OTHER (specify)</div></div>	
3. FUNCTIONAL AREA <div style="display: flex; justify-content: space-between;"><div>PERSONNEL LOGISTICS MEDICAL</div><div><input checked="" type="checkbox"/> SECURITY FINANCE</div></div>					
4. NO. OF COPIES PREPARED  <b>3</b>		5. FREQUENCY (weekly, monthly, quarterly, etc.)  <b>Quarterly</b>		6. DISTRIBUTION (No. of components not number of copies)  <b>2</b>	
7. FORMAT (memorandum, form computer print-out, etc.)  <b>Dispatch</b>		8. ADP PROCESSING <div style="display: flex; justify-content: space-between;"><div>YES <input checked="" type="checkbox"/> NO</div><div>IF YES GIVE ADP PROCESSING NO.</div></div>		9. DIRECTIVE AUTHORITY REQUIRING REPORT  <b>Director of Security</b>	
10. PREPARING COMPONENT (include lowest level contributing information to report)  <b>Security Officer,</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  <b>None</b>		
<b>12. COST FACTORS</b>					
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>					
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-15	\$11.00	8	\$88.00	4	\$352.00
GS-07	3.89	4	15.56	4	62.24
					<b>\$414.24</b>
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>					
N/A					
<b>TOTAL COSTS PER YEAR</b>					<b>\$414.24</b>
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  <b>To keep the Director of Security apprised of the activities of Security Careerists detailed overseas to serve as security officers at overseas facilities. This reporting began in 1954 on a monthly basis and was recycled to a quarterly basis in November 1968.</b>					
25X1					
<b>14. FUTURE GOALS</b>					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE</div><div><input type="checkbox"/> OTHER (explain)</div></div>				ESTIMATED SAVINGS <div style="display: flex; justify-content: space-between;"><div>MAN-HOURS <b>0</b></div><div>DOLLARS <b>0</b></div></div>	
16. DATE OF INVENTORY  <b>2 October 1970</b>		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  <b>SA/DD/PTOS/OS</b>			18. EXTENSION  <span style="border: 1px solid black; display: inline-block; width: 50px; height: 1.2em; vertical-align: middle;"></span>